

Message

From: Smith, Monica [smith.monica@epa.gov]
Sent: 10/9/2018 11:00:42 AM
To: R6 6SF-E [R6_6SF-E@epa.gov]; R6 6SF-EO [R6_6SF-EO@epa.gov]; R6 6SF-EC [R6_6SF-EC@epa.gov]; R6 6SF-ER [R6_6SF-ER@epa.gov]; R6 6SF-ER [R6_6SF-ER@epa.gov]; R6 6SF-EP [R6_6SF-EP@epa.gov]
CC: Petersen, Chris [petersen.chris@epa.gov]; Smith, Monica [smith.monica@epa.gov]
Subject: weekly due today at 10 am -

Importance: High

Don't forget to submit your weekly by 10 am on Monday each week or Tuesday (on week's when Monday is a Federal Holiday). You are expected to follow the guidance below. If you are going to be in the field, attending offsite meeting with facility, public etc, make sure to include the entry in weekly the week prior.

- 1) Capitalize the ENTRY TITLE and include CITY, ST (ie FLOW CHEM FIRE, RAYNE, LA)
- 2) Need to make sure spell out words (DHS, ROW, TXDOT, OCC, ADEQ, TCEQ, FRP, RMP, EPCRA, RRT, SPPC, GUIE, RSC, USCG, NDOW, RP, PRP, ABS, R9 etc)
- 3) Need to include Ronnie as the optional contact.
- 4) Need to include dates for events.
- 5) Need to refer to EPA not EMB, Superfund or OSC ABC or INSPECTOR XYZ. No longer including name or position.
- 6) Need to proof read the entry to ensure the proper verb tense is used.
- 7) Spell out dates May 5, 2018 vs 5/18/2018. Include month, day and year.
- 8) Do not refer to START and ERRS , refer to them as EPA response contractor or simply EPA.
- 9) The Branch and Category are required fields.
- 10) Enter all Statutes that apply to your report.
- 11) Applicable Report is a required section. At minimum mark the Division Weekly Activity Report (WAR). (Team Leaders should mark any additional reports.)
- 12) The Date to Report is a required field.
- 13) The Main Contact individual staff.
- 14) First Line Supervisor is a required field. (Enter either Chris Petersen or Monica Smith)
- 15) The Additional Contact should be identified as **RONNIE CROSSLAND**.
- 16) Any acronyms should be first spelled out with the acronym in parentheses after, only if it is being repeated through all entries.
- 17) All numbers ten and under, should be spelled out (one, two, three, and so on). Any numbers over ten should be in numerical (11, 12, and so on).
- 18) Check for grammar, spelling and punctuation.

Monica Smith
Chief
Planning, Prevention, Readiness & Response Section
Emergency Management Branch
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